

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HUMAN RESOURCES  
EMPLOYEE AND MANAGEMENT DEVELOPMENT SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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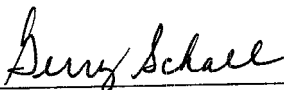
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

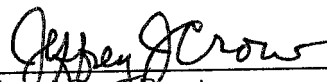
**APPROVAL RECOMMENDED**



Gerry Schall, Chief Records Officer  
Department of Health and Human Services

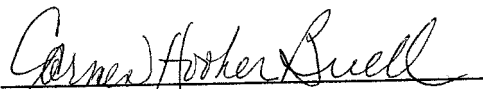


Kathleen Gruer, Director  
Division of Human Resources



Jeffrey J. Crow, Director  
Division of Archives and History

**APPROVED**



Carmen Hooker Buell, Secretary  
Department of Health and Human Services



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

August 31, 2001

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HUMAN RESOURCES  
EMPLOYEE AND MANAGEMENT DEVELOPMENT SECTION**

**ITEM 45807. TRAINING MATERIAL FILE.**

Records in paper and electronic formats concerning training given to department employees by section. File includes performance management, customer service, stress management, human resource professional skills, and team building presentations. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 45808. TRAINING TRACKING FILE.**

Records in paper and electronic formats concerning training given to individual department employees. File includes names of employees, social security numbers, original signatures of employees for verification of attendance at training, and training received by employees. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Erase/destroy in office electronic records when administrative value ends. Destroy in office remaining records when employee terminates service with department.

**ITEM 45809. YEARLY PROJECTS FILE.**

Records in paper and electronic formats concerning continuous yearly projects assigned to the section. File includes Education Wide License, Motion Picture License, Secretary's Forum, and Employee Recognition programs. (File maintenance and backup procedures are conducted by LAN administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.